



**Monthly BST Lead Meeting**  
**September 19, 2006**  
**10 am – 11 am**

**ATTENDEES**

John Stephenson, Agriculture	Patti Brooks, AOC	Marvin Mervin, AOC
Shawnda Brown, DCCPS	Tami Luckwaldt, DOI	Jim Knight, NC Lottery
Robin Diehl, NC Lottery	Bruce Garner, SOSNC	Alan Sanders, DOJ
Rick Stone, DCR	Chet Mottershead, Commerce	Rod Davis, DENR
Byron Harris, DOC	Deborah Barnes, DHHS	Deanna Perry, DHHS
Kathy Gruer, DHHS	Trisch Amend, NCHFA	Jim Newman, DOI
Debra Lassiter, ITS	Elsie Underhill, OAH	Cassandra Watford, DJJDP
Julie Batchelor, OSC	Agnes Gunter, OSBM/Governor	Van Lindley, Revenue
Peter Goolsby, SOSNC	Lorrie Dollar, State Auditor	Rhonda Langston, Treasurer
Angela Faulk, DOT	Cora Bright, DOT	Randy Keel, DOT
Katlin Johnson, DOT	Valerie Ford, DOA/Lt. Governor	Dusty Wall, OSP
Larry McLamb, DPI	Carol Batker, Wildlife	Bryan Brannon, Wildlife
Ed McBride, NCSSM	Connie Boyce, NCSSM	Lowell Magee, BEACON
Edward Brodsky, BEACON	Tom Legare, BEACON	Lori Foehr, BEACON
Tyler Jones, BEACON	Tim Poppema, BEACON	Libby Williams, BEACON
Chris Loso, BEACON	Jill Denning, BEACON	

**AGENDA ITEMS**

**1. Project and Governance Update – Lowell Magee**

- Key dates: Internal BEACON HR/Payroll Project meeting to review Blueprint documents will be held on September 29<sup>th</sup>
- Wave 2 Design Sessions will be conducted in late October/early November
- Ending activities for Blueprint Phase aimed for December 22<sup>nd</sup>; we are currently on target
- System will be configured throughout most of 2007; will require input on a regular basis
- Training will begin in late 2007 through 2008
- Detailed schedule of activities will be sent out to the BSTs in December
- Standardization Advisory Committee has (SAC) been established; the group is evaluating how processes can be implemented consistently across all of the agencies
- BEACON HR/Payroll Project Communications/Change Team will be working with the BST Leads and Communication Agents to determine when it is appropriate for us to

present BEACON HR/Payroll Project information to various audiences within the agencies

- Any functionality items not covered in the initial rollout will be addressed during the Support and Maintain Phase of the project.

### **Change Management Strategy Overview – Edward Brodsky**

- Three main objectives – focus on issues and risk; implementation and benefit realization; collaborative process
- People-related risks include political, cultural and personal issues
- Key findings and input include agency feedback, stakeholder analysis, organizational risk assessment and change impact analysis
- Next steps include development of the organizational change strategy which focuses on how the BEACON HR/Payroll Project Team and BSTs will implement change activities in the areas of communications, training, workforce transition and leadership alignment
- Five organizational change strategy focus areas are/will be addressed: assess and monitor organizational risk, mobilize and align leaders, engage and communicate with stakeholders, prepare and equip the workforce, address organizational implications
- BST Leads were asked what “people” risks concerned them – ongoing end user support, potential loss of jobs, and lack of knowledge of system functionality before go-live were mentioned

### **Communications Update – Tyler Jones**

- BEACON HR/Payroll Project Communications Team is preparing a monthly communications toolkit – posted to the password protected area of the HR/Payroll section of the BEACON website
- Communications toolkit will include brochures, presentations, newsletters and articles – these materials can be customized for each agency
- Initial communications toolkit will be distributed at the October BST Communication Agents kickoff meeting
  - Communication Agents will be asked to provide reports regarding initiatives; execution of various communications will be tracked on the BST scorecard
  - Targeted communication groups include agency leadership, agency core users, state employees, university leadership, and BST members (includes sponsors, leads, agents, and subject matter experts)
- BEACON HR/Payroll Project Communications Team needs dates of upcoming meetings within each of the agencies
  - BEACON HR/Payroll Communications Team can come and make presentations, answer questions, etc.
  - Larger group venues are more appropriate for such presentations
- BEACON HR/Payroll Project Communications Team can pull together materials for your meetings
- Current list of BST Communication Agents listed by agency were presented to the group; please let the BEACON HR/Payroll Project Team know if Communication Agents need to be changed or if more need to be added
- September/October edition of *The BEACON View* newsletter will be published soon
- BEACON Project website updated

- Password-protected area of the site is in process of being updated further
- Among other pertinent information, the password-protected site will contain BST presentation materials, workshop documentation, brochures, and posters
- User name: hr\_payroll, Password: hrpyrbpt
- BST Lead expectations discussed
  - Expected to plan and conduct targeted BEACON HR/Payroll Project awareness and progress meetings with agency staff on a monthly basis (more often if needed)
  - Identify need for additional or custom communications material; BEACON HR/Payroll Project Communications Team can help develop these materials
  - Identify communications issues within respective agencies and discuss solutions with BEACON HR/Payroll Project Communications Team

### **Upcoming Project Activities – Edward Brodsky**

- BST Lead Action Items
  - Examine BST Scorecard information on BEACON website to determine areas that need to be addressed
  - Complete BEACON Technical Readiness Questionnaire (due September 20<sup>th</sup>)
  - Communicate BEACON HR/Payroll Project information to your agency
  - If appropriate, submit any remaining Wave 1 Design Session questionnaires
- BEACON HR/Payroll Project Team Action Items
  - Onboard BST Communication Agents
  - Rollout communications toolkit for BST Leads/Communication Agents
  - Draft next edition of “The BEACON View” newsletter
  - Validate stakeholder position classification statistics
  - Communicate organizational risk assessment findings

### **Upcoming BST Lead Meetings**

- Tuesday, October 17<sup>th</sup> (10-11 am)
- Tuesday, November 14<sup>th</sup> (10-11 am)
- Tuesday, December 12<sup>th</sup> (10-11 am)

### **BEACON HR/Payroll Project Change/Communications Team Contacts**

- Change/Communications Lead = Edward Brodsky – [edward.brodsky@ncosc.net](mailto:edward.brodsky@ncosc.net), 919-431-6520
- Communications Lead = Tyler Jones – [tyler.jones@ncosc.net](mailto:tyler.jones@ncosc.net), 919-431-6523

## **BST LEAD MEETING QUESTION & ANSWERS**

Below are the answers to questions that were asked by participants during the BST Lead meeting:

***Will we need fewer employees within our agencies, especially in the payroll area?***

It is not the goal of the BEACON HR/Payroll Project to reduce state employee headcount. The project aims to replace various HR and payroll systems and processes that now exist throughout state government. Once we understand the impacts of the project we will communicate them to you.

***What reports will be in the new system?***

The BEACON HR/Payroll Project Team is still designing what standard reporting templates will be included in the system, but we expect that agencies will be able to create numerous types of ad hoc reports based on their specific needs. The BEACON HR/Payroll system will serve as a combined system of record for both HR and payroll data. This will make it easier for agencies to extract data to generate the reports they need in a timely manner.

***Will we need to add headcount based on the new system?***

No staff should be needed. In fact, the BEACON HR/Payroll system will allow users to complete daily work tasks more efficiently.

***Will both bi-weekly and monthly payroll be supported?***

Yes, both bi-weekly and monthly payroll will be supported in the new system.